

TR 003 Training Obligations Policy and Procedure

1. Purpose

To outline the training obligations for registrars who are undertaking the Australian General Practice Training (AGPT) program.

2. Scope

Registrars are required to train in accordance with the policies and procedures of Murray City Country Coast GP Training (MCCC) and the Department of Health (the Department) and the standards of the Royal Australian College of General Practitioners (RACGP) and Australian College of Rural and Remote Medicine (ACRRM).

This policy applies to all registrars enrolled in the AGPT program and seeking endpoint to one of the following: Fellowship of the RACGP (FRACGP), Fellowship of ACRRM (FACRRM) or Fellowship in Advanced Rural General Practice (FARGP).

This document should be read in conjunction with the current AGPT Training Obligations Policy.

3. Definitions

Please refer to MCCC TO 004 MCCC Acronyms, Abbreviations, and Definitions Resource Document for a list of acronyms, abbreviations, and definitions used throughout this document.

4. Policy

Training location obligations

General pathway requirements

Please refer to current AGPT Training Obligations Policy and [TR 012 Metro West Outer Metro training requirements and restrictions Policy](#) for further details.

Rural pathway requirements

1. The rural pathway training location requirements do not apply to the hospital/core clinical training year.
2. Registrars who are subject to Section 19AB of the Health Insurance Act 1973 (the ten-year moratorium) must undertake all of their training, including required skills training, under the rural pathway at facilities located in MMM 2-7 locations.
 - a. These registrars are not eligible to apply to transfer from the rural pathway to the general pathway unless they are first granted a Section 19AB exemption by the Department.
3. A Section 19AB exemption allows the registrar to apply to transfer from the rural pathway to the general pathway. A Section 19AB exemption does not guarantee MCCC or the Department will approve the application to transfer the registrar to the general pathway.
 - a. MCCC will only consider transfers to the general pathway subject to the conditions as set out in TR 006 Transfer between Training Pathways Procedure, and subject to training post availability.

- b. Registrars not subject to Section 19AB and training on the rural pathway must also undertake all of their training in facilities located in MMM2-7 locations. However, the TR 006 Transfer between Training Pathways Procedure allows MCCC and the Department to consider pathway transfer applications from registrars so that these registrars may train in an MMM 1 location. These registrars do not require a Section 19AB exemption to support their application.

For the purposes of Clauses, a and b above:

4. MCCC may allow registrars to undertake Extended Skills (excluding extended skills in General Practice), Advanced Specialised Training (AST) and/or Advanced Rural Skills Training (ARST) temporarily in MMM1 locations, subject to the following conditions being met:
 - a. MCCC must document that all reasonable options for rural placements within their training region have been exhausted.
 - b. Upon completion of this term, the registrar must return to MMM 2-7 training locations.
5. Specific location preference is subject to the following conditions:
 - a. Registrars on the rural pathway must meet the RACGP Diversity of Training Requirement during Core Vocational Training.
6. With consideration to fatigue management and registrar well-being, registrars on the rural pathway are expected to reside within sixty (60) minutes' travel time from the practice in which they are placed. Attempting to reside further away than this while training in the rural pathway is detrimental to training and potentially hazardous.
7. Exceptions to training location obligations are set out in the current AGPT Training Obligations Policy.

Training time obligations

1. Registrars should refer to the current National Terms and Conditions for the Employment of Registrars (NTCER) for more information about training time. Note that the NTCER refers to industrial arrangements regarding employment and not training requirements.
2. All registrars commence vocational training at 1.0 FTE (38 hours per week full time equivalent) and are supported to undertake full-time training to obtain College Fellowship (FRACGP, FACRRM or FARGP).
3. MCCC will endeavour to provide access to training at less than 1.0 FTE for those registrars who require this flexibility.
4. Registrars wishing to train at less than full time must apply to their RHE as outlined in 4.4.
5. Training at less than 1.0 FTE can only commence with the prior written approval of the RHE.
6. Registrars will be expected to train at the FTE negotiated during the registrar placement process.
7. Any arrangement for variation of training at less than 1.0 FTE or negotiated during the practice placement process is subject to negotiation between the registrar, the training practice and MCCC outlined in 4.4.
8. Only one application will be considered in any given semester unless there are unforeseen and extenuating circumstances.

9. MCCC advocates that registrars wishing to train less than full time should train to a minimum of 0.5 FTE. Training less than 0.5 FTE may adversely impact on exam readiness. However, minimum training time will be based on the NTCER in line with the College's Guidelines.
10. Only training activities that have been approved by MCCC will be counted towards a registrar's FTE.
11. Registrars may work more than 38 hours per week, but this will not accelerate their progress towards Fellowship.
12. Registrars who work for more than 38 hours per week must refer to the following prior to doing so:
 - a. [ED 008 Registrar Wellbeing Policy and other related Policies/Guidelines](#)
 - b. The NTCER.
 - c. The relevant Occupational Health and Safety legislation.
 - d. The Fair Work legislation.
13. Part-time registrars are expected to meet and schedule their out-of-practice educational attendance in their first year of training as if they were training full-time (unless otherwise approved). Part-time attendance at workshops compromises the continuity and educational value of the workshops.

4.3 Training time definitions

1. MCCC uses scheduled patient consulting time in a non-workshop week as a measure of FTE. This is because the time released for educational activity and in-practice teaching time varies throughout training.
2. Except in exceptional circumstances (e.g. COVID) full-time general practice experience comprises a 38 hour minimum working week (averaged over four weeks), over a minimum of four days per week, inclusive of:
 - A minimum of 27 hours (averaged over four weeks) rostered face-to-face general practice consultation time (in general practice activities)
 - Admin time (1/2 hour per working day)
 - In-practice teaching time
 - MCCC workshops and webinars (practices release full-time registrars for all workshops and webinars).

Hours worked beyond the above definition of full-time will not be considered. Any exceptional circumstances must be discussed on a case by case basis with the RHE.

Part-time general practice experience is considered pro rata against the definition of full-time general practice experience. Part-time general practice must comprise a 14.5-hour minimum working week, over a minimum of two days per week, inclusive of:

- A minimum of 10.5 hours (averaged over four weeks) rostered, face-to-face consultation time (in general practice activities)
- Admin time (approximately 1/2 hour per working day)
- In-practice teaching time (TT1/2 minimum 1 hour teaching regardless of FTE)



- Workshop and webinar commitments vary from month to month across the year, but average at approximately 3.5 hours per week. Part-time registrars are expected to attend all MCCC workshops and webinars with their cohort.

Any exceptional circumstances must be discussed on a case by case basis with the RHE.

Those seeking Fellowship of the RACGP cannot train at less than 0.3 FTE (14.5 hours over 2 days) as per the college requirements. Those seeking Fellowship of ACRRM cannot train at less than 0.5 FTE as per the college requirements.

4.4 Variation to training time procedure

1. Registrars wishing to train at less than 1.0 FTE must then apply to their RHE by submitting a Variation and Verification of Training Time Application Part A at least twenty (20) business days prior to the requested commencement date of the revised FTE.
2. The registrar will be contacted by the RHE and/or REAPS to understand the reasoning for the change and to ensure the registrars wellbeing.
3. If approved, the training time will need to be verified by the practice and the registrar using the Variation and Verification to Training Time Application Part B. This is submitted to the regional REAPS and approved by the RHE.

5. Related documents or websites

MCCC documents

[ED 008 Registrar Wellbeing Policy and other related Policies/Guidelines](#)

[TR 002 Diversity of Training Experience Policy and Procedure](#)

[TR 006 Transfer Between Training Pathways Procedure](#)

[TR 012 Metro West Outer Metro training requirements and restrictions Policy](#)

[Variation to Training Hours Application](#) (called training time)

External organisation documents

[ACRRM Fellowship Training Handbook](#)

[AGPT Training Obligation Policy](#)

[National Terms and Conditions for the Employment of Registrars \(NTCER\)](#)

[RACGP Standards for General Practice Training](#)



6. Document History

Version	Summary of changes
1.0	First version
2.0	Updated Policies: Change RSCA to MMM, updated procedure to apply for a variation of training time
3.0	Third version